

**Job Title:** Mona Nelson Internship Program

**Position Type:** Intern/28-32 hours a week for 12 weeks, in summer with flexible dates

**Salary:** \$5000 Stipend

**Benefits:** None

**Position Summary:** Assist Executive Director with day to day operations of Historical Society

**Reports to:** Executive Director

**Deadline:** Friday, March 8 at 4:00pm

**Mona Nelson Internship Program:**

The Mona Nelson Internship Program is set in memory of Mona Nelson, the longtime executive director of the Kandiyohi County Historical Society. Mona was a leader and mentor in the Minnesota local history field. This program is meant to assist, educate and train the future local history professionals.

The Mona Nelson Internship Program is a mixture of experiences of the day to day operations in a historical society setting. The intern will gain exposure in the areas of collections, library & archives, programming, education, exhibits and social media. The intern will have the opportunity to participate in tours, programs, exhibits, board and committee meetings, and contribute an article in the newsletter.

**Qualifications:**

- Pursuing an undergraduate degree or expected degree in history, culture, education, humanities, museum studies, museum education, anthropology or related field (preferred)
- Demonstrated interest/experience in museums, exhibitions, programs, education, and/or history
- Strong writing, research, organizational, interpersonal, communication and computer skills
- Ability to work both independently and in groups and interest in working with the public
- Helpful, positive attitude for other duties as assigned
- Ability to work a flexible schedule including evenings and weekends as necessary.
- Must be able to stand or sit for long periods of time, transport up to 50 lbs., and capable of retrieving objects from shelving up to 8 feet in height.

**How to apply:**

- All applications must contain the following cover letter, resume and 2-3 references.
- The applications should be sent by email in a single PDF with subject line "Mona Nelson Internship" to [director@kandiyohicountyhistory.com](mailto:director@kandiyohicountyhistory.com)